

Office Memorandum • UNITED STATES GOVERNMENT

TO : [REDACTED]

FROM : [REDACTED]

SUBJECT: Report for Week 8-15 November 1951

DATE: 15 Nov., 1951

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1. Met with [REDACTED] Assistant Director, Office of National Estimates, to inform him of the service that could be rendered by the Office of Training to meet his desire for a presentation at Harvard. [REDACTED] intends to talk to [REDACTED] Assistant Director, ORR, so that the needs of Harvard and M.I.T. might be met at the same time. This is purely exploratory and no commitments were made.

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2. Received official word from Management, informing us that the change in regulations affecting orientation and indoctrination were approved verbatim by the Administration Building and would be made effective November 21, 1951.

3. In order to prepare adequate visual aids for the Indoctrination Courses to be put on for all new employees, I spoke to Mr. [REDACTED] in keeping with the wishes of the Director of Training that all requests for visual aid work go through [REDACTED] said that he is so filled with work, he would appreciate my continuing to deal directly with [REDACTED] office on all of my requirements for visual aids.

4. Held final session with Colonel Baird and representatives of ORR and OSI together with Colonel Joy Bogue, Director, Strategic Intelligence School, on the subject of attache briefing. It was concluded that:

(a) One additional hour would be given to both ORR and OSI at the Strategic Intelligence School which would be utilized for a panel discussion on economic and scientific intelligence problems. The Division chiefs from ORR and OSI will comprise the panels.

(b) The officer students at the Strategic Intelligence School will be allowed to come to CIA for consultation on their individual problems.

(c) Representatives from both ORR and OSI are to meet with Colonel Bogue, Director, Strategic Intelligence School, to be fully briefed on the contents of his economic and scientific coverage so that any additional presentations in these fields by CIA representatives will not bring about duplication.

5. [REDACTED] officially turned over to the Orientations Office, in keeping with a decision made several weeks ago by [REDACTED] the official files on work done for the [REDACTED] by [REDACTED] CIA.

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6. Met with [REDACTED] of the Office of National Estimates to discuss with him some of my ideas in the orientation and indoctrination field so that I would get suggestions that he might have regarding orientation booklets.

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[REDACTED] was very enthused about the concepts which I expressed and said he would like to try his hand at writing some of the material. I told him that my visit was not to assign work. However, he stated that he was not only willing but anxious to do some writing of this caliber. We agreed to get together within the next few weeks to discuss the subject further.

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7. Received a request from [REDACTED] of OCI to tailor a short V.I.P. orientation of not more than thirty minutes for AFSA officers who are coming to our Agency on Friday, 30 November 1951. He said that Mr. Douglas and himself both feel that the individual office presentations for these people would be much more understandable if they first received a special orientation.

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8. The Office of Services has given the green light on improvements to the Orientations Room which will make it more efficient in its duplex capacity as both a conference room and an orientations room.



CIA ORIENTATIONS OFFICER

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